

April 23, 2004

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 03-06
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG  
National Director  
Office of Job Corps

SUBJECT: PRH Chapters 2, 5, and 6: Revisions to Include the Disability Program;  
and PRH Chapters 1 and 6: Revisions to Include Additional Consent  
Form To Receive Mental Health and Wellness Treatment

1. Purpose. To incorporate existing disability processes and activities into the PRH, and to provide the new Job Corps – Informed Consent to Receive Mental Health and Wellness Treatment form.

2. Background.

**Disability Program**—In 1999, Program Instruction 98-20 was released to remind regional, agency, and center staff of Job Corps' required responsibilities toward persons with disabilities, and to provide centers with information to begin developing a center disability program. Since then, several directives providing additional disability program information have been released. These directives include information on reasonable accommodation, disability data collection, communicating effectively with people with disabilities, and resource information. To view or download these directives, visit the Job Corps Disability Website at <http://www.jobcorpshealth.com/disability/html/directives.htm>. The Job Corps Disability Website, [www.jobcorpshealth.com/disability](http://www.jobcorpshealth.com/disability), provides staff with additional disability information. This notice serves to formalize required disability processes and activities established over the past five years by incorporating them into the PRH. No additional disability-related responsibilities are being created.

**Mental Health and Wellness Informed Consent Form**—The Ethical Principles of Psychologist and Code of Conduct, which was written and approved by the American

Psychological Association, clearly states in section 4.02 that psychologists must obtain informed consent in order to treat any client. In addition, The Summary of State Laws Relating to the Practice of Psychology clearly states specific situations in which a mental health professional can or must break privilege and disclose information to others. Job Corps students must be informed as to what circumstances privilege and confidentiality can or must be breached, prior to beginning short-term treatment. The Informed Consent is a standard and customary practice in the community of mental health providers. The present consent form, which the student signs prior to entering Job Corps, does not address these specific situations or serve as an informed consent for mental health and wellness treatment. In sum, the implementation of this new form, on a National level, will bring the mental health component of the Health and Wellness Program up to the standards set in the community and compliant with legal and ethical guidelines.

The Job Corps – Informed Consent to Receive Mental Health and Wellness Treatment form must be presented to students by the Outreach and Admissions Counselor and included in the OASIS package. It should be completed along with the ETA 6-53 form and other consents for medical treatment (*Note: The Informed Consent to Receive Mental Health and Wellness Treatment form is available in OASIS*).

3. Explanation of Changes. Highlights of PRH changes are as follows:

***PRH Chapter 1, Exhibit 1-1, Job Corps Eligibility and Additional Selection Criteria and Documentation Requirements***

- Revise Table of Contents by adding “*Exhibit 1-4, Job Corps – Informed Consent to Receive Mental Health and Wellness Treatment.*”
- Revise Exhibit 1-1 by adding new letter “*H: Job Corps – Informed Consent to Receive Mental Health and Wellness Treatment*” in Additional Factors for Selection and Enrollment column. In Assessment/Verification Requirements column, add “*All applicants or parent/legal guardian must sign the Informed Consent to Receive Mental Health and Wellness Treatment. Outreach and Admissions Counselors must review and verify signature.*” In Documentation Requirements, add “*Must be signed and received on center with applicant’s file.*”
- Due to the addition of new letter H, subsequent lettering has been updated.
- Insert new Exhibit 1-4, “*Exhibit 1-4, Job Corps – Informed Consent to Receive Mental Health and Wellness Treatment.*”

***PRH Chapter 2, Career Preparation Period***

- Revise Section 2.2, Introduction to Center Life, R1 (b10) by adding “*and Disability Program*” after Trainee Employee Assistance Program.

***PRH Chapter 5, Exhibit 5-4, Required Staff Training***

- Revise Exhibit 5-4 by adding “*Disability Program*” as a training requirement yearly for all center staff.

***PRH Chapter 6, Administrative Support***

- Revise Table of Contents by adding “*R7. Disability Program*” in Section 6.11.
- Revise Section 6.11, Related Health Programs, by adding:

*R7. Disability Program*

*Centers shall implement a disability program to provide individualized and coordinated services to all students with disabilities. At a minimum this program shall include:*

- a. A disability coordinator to oversee the program.*
  - b. Written policies and procedures related to:*
    - Center review of applicant folders*
    - Reasonable accommodation*
    - Formation of an interdisciplinary team*
  - c. A method to accurately collect and submit all required disability data.*
  - d. A written plan to develop and maintain partnerships with outside agencies and programs that will assist the center in serving students with disabilities.*
  - e. A written self-assessment describing the current programmatic and architectural accessibility of the center with priorities and next steps.*
- Revise Section 6.12, Health Administration, R2(a) Authorizations (Consent for Treatment), by adding “*Additionally, each student shall have a signed Job Corps – Informed Consent to Receive Mental Health and Wellness Treatment form in the student health record by the time the student arrives on center.*” after the first sentence.

4. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 1, Table of Contents, dated April 30, 2003	Chapter 1, Table of Contents, dated May 3, 2004
Exhibit 1-1, dated June 2, 2003	Exhibit 1-1, dated May 3, 2004
None	Exhibit 1-4, dated May 3, 2004

REMOVE FROM PRH	INSERT
Chapter 2, Section 2.2, dated July 1, 2001	Chapter 2, Section 2.2, dated May 3, 2004
Exhibit 5-4, dated October 1, 2002	Exhibit 5-4, dated May 3, 2004
Chapter 6 Table of Contents, dated June 2, 2003	Chapter 6 Table of Contents, dated May 3, 2004
Chapter 6, Section 6.11, dated June 2, 2003	Chapter 6, Section 6.11, dated May 3, 2004
Chapter 6, Section 6.12, dated June 2, 2003	Chapter 6, Section 6.12, dated May 3, 2004

5. Effective Date. May 3, 2004.

6. Action.

**Disability Program**—Addressees are to ensure that a copy of this PRH Change Notice is distributed to the appropriate staff.

**Mental Health and Wellness Informed Consent Form**— The Job Corps – Informed Consent to Receive Mental Health and Wellness Treatment form must be presented to students by the Outreach and Admissions Counselor and included in the OASIS package. It should be completed along with the ETA 6-53 form and other consents for medical treatment. Center staff should make sure this form is included in the file received from the Outreach and Admissions Counselor. The form should be completed and signed by the student and/or the student’s guardian, if a minor.

7. Inquiries. Direct any inquiries to Barbara Grove, RN, at 202-693-3116, or email to [Grove.Barbara@dol.gov](mailto:Grove.Barbara@dol.gov).

Attachments:

A – Chapter 1, Table of Contents

B – Chapter 1, Exhibit 1-1

C – Chapter 1, Exhibit 1-4

D – Chapter 2, Section 2.2

E – Chapter 5, Exhibit 5-4

F – Chapter 6, Section 6.11

G – Chapter 6, Section 6.12